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basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Notice to Tribal Applicants: The Violence Against Women Act of 2005 created a new program, the Grants to Tribal Governments Program, which is tailored to the needs of tribal governments in responding to domestic violence, dating violence, sexual assault, and stalking. This program combines the purpose areas from several existing programs including this one. For example, Tribes may apply under the Grants to Tribal Governments Program to provide legal assistance to victims. Tribes will no longer need to submit several applications for multiple purposes. They will now be able to apply for all of the purposes within one application for the new program. The solicitation for the Grants to Tribal Governments Program is expected to be available in January, 2007. Notwithstanding the new grant program, all eligible applications from Indian Tribal governments submitted under this solicitation will be considered for funding. In addition, not less than 3% of LAV Program funding is set aside for programs that assist victims in Indian country.

Certification Requirements

To be eligible for an award, applicants must certify that they are in compliance with the statutory requirements. The details of these requirements are listed below under the Minimum Requirements section of this solicitation. ***Failure to provide a letter certifying to these requirements will disqualify an application from further consideration. No exceptions to this requirement will be considered.*** Please also refer to Appendix A for a sample certification letter. Continuation applicants should note that certification must be in the form of a letter.

Minimum Requirements

To be eligible for an award under the LAV Program, applicants must certify in writing that they are in compliance with the following statutory requirements⁵:

- (1) Any person providing legal assistance through a program funded under the LAV Program has completed or will complete training in connection with domestic violence, dating violence, or sexual assault and related legal issues.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, State, territorial, or local

⁵ 42 U.S.C. 3796gg-6(d).

domestic violence, dating violence, sexual assault, or stalking organization or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under the LAV Program has informed and will continue to inform State, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

OVW will remove an application from consideration prior to peer review if this “letter of certification” is missing from the application.

Additional Criteria

Applicants should meet the following criteria in order to be eligible for funding:

- Victim services programs must reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion.
- Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
- Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

OVW Legal Assistance for Victims Grant Program – Specific Information

Types of Applicants

Eligible Grantees

To maximize the jurisdictions, and thereby victims, served by LAV grants, recipients of FY 2006 funding who received 24 month awards are not eligible to apply regardless of whether they propose services for a different geographical area. Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible to be considered for funding.**

Only FY 2005 grantees, previously unsuccessful applicants, new applicants, and FY 2006 grantees that received a one-year award are eligible to apply for FY 2007 funding. FY 2005 grantees who are

out of compliance, due to delinquent progress reports and/or financial status reports will not be considered for funding.

All applicants who have not received prior grant funding under this grant program are eligible to apply for FY 2007 funding.

Recipients of FY 2003 and 2004 funding who did not receive an FY 2005 or 2006 continuation award are eligible to apply for new FY 2007 funding. Please note: if such an application is successful, it will be processed as a new award not a supplemental or continuation award. OVW will close out the prior award.

An applicant or project partner may submit only one LAV Program application per fiscal year.

Project partners who have not received funding from any other LAV funded project in the amount of \$50,000 or more and who are not current partners in an application to be submitted in FY 2006 are eligible to apply as a lead applicant or as a project partner on a FY 2007 application.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for new and continuation grants will be 24 months. **Budget must reflect 24 months of project activity, and the total “estimated funding” (block 15) on the SF-424 must reflect 24 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. **FY 2007 grants will be awarded to new and continuation projects based on the budget guidelines listed on page 14.** OVW may elect to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Applications for continuation funding will be considered based on their current funding level. Current projects may also include an increase in the cost of living in their budget request. A very modest expansion of services may also be requested.

Program Scope

The scope of the LAV Program is defined by the following statutory program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects must address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

Unallowable Activities

Grant funds under the Legal Assistance for Victims Grant Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
- Research projects
- Physical modifications to buildings, including minor renovations

Exclusive Provision of Services to Sexual Assault, Stalking, Dating Violence, and Domestic Violence Victims

All applicants for LAV grants are required to ensure that services supported by these funds will be provided to sexual assault, stalking, dating violence, or domestic violence victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Grants funds cannot be used to support legal representation in the following areas:

- Tort cases
- Child sexual abuse cases
- Cases involving the child protection system
- Victim service employee cases
- Criminal defense of victims charged with crimes

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<i>Objective</i>	<i>Performance Measures</i>	<i>Data Grantee Provides</i>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	1) Number of victims receiving legal representation funded by the LAV Program, and 2) Number and type of people trained with funds provided by the LAV Program.	This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/lav/LAVsemiiform.pdf for a sample form.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project

Only applicants for continuation funding need to complete this section. This section will be used for internal review only. Applications that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Legal Assistance for Victims Grant Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation; and
- The approximate unobligated amount of award funds remaining as of January 24, 2007 the anticipated time line for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with LAV grant funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

E. What Will Be Done (40 points)

Applicants should detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each, and include a reasonable time line that identifies when activities will be accomplished. Supplemental grants must be based on the original project goals, objectives, and activities; however, requests for modest project expansion may be considered. The application should describe how additional funding will continue and/or enhance the existing project. This section should also include a description of the products, if any, that will be generated and how these products could be used to assist other communities to address the legal needs of victims of domestic violence, dating violence, sexual assault, and stalking. **LAV funds may not be used to support the development of websites or video production.** Some communities would not benefit from the development of new products. Please provide an explanation if your application does not contemplate the development of any products.

The application should also provide a supervision or mentoring plan for attorney staff involved in the project.

F. Who Will Implement the Project (10 points)

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specify their respective roles and responsibilities, describe the collaborative relationship to be developed/enhanced, and demonstrate the capacity of all project partners to serve victims of domestic violence, dating violence, sexual assault, and/or stalking.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the LAV Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and**

clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) (20 points)

All applications, which are not from domestic violence or sexual assault victims services agencies, must include a Memorandum of Understanding (MOU) as a separate attachment to the application. The MOU must be current (**i.e., signed and dated during the development of the proposal**) and developed and signed by the chief executive officers and/or directors of all participating agencies such as nonprofit, nongovernmental victim services programs, legal services programs, Indian tribal governments and public entities not acting in a governmental capacity. (See Sample MOU at Appendix B). **The MOU should not exceed 8 pages.** This page limit does not include signature page.

The MOU must: Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration.

- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that would no longer participate;
- Specify the extent of each party's expertise and participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and how they will work with project staff;
- Demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner will contribute to the project either through time, in-kind contribution, or with the use of grant funds (for example, office space, project staff, training).

Memorandum of Exemption (MOE)

Applications from agencies that as their primary mission provide services to domestic violence or sexual assault victims may submit a Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application. Applicants eligible to submit a MOE may do so in place of the required MOU. (See Sample MOE at Appendix B). **An organization that submits an MOE but which does not meet the criteria of being a domestic violence or sexual assault victim services agency may be removed from further consideration for funding. The MOE should not exceed 5 pages.** The MOE should reflect the following:

****One of the primary purposes of the victim services program is providing services to victims of domestic violence, dating violence, sexual assault, or stalking.**

****The length of time the victim services organization has operated.**

****Organization's accomplishments in the community.**

****The applicant must include a copy of their agency mission statement.**



LAV/SV Partnership Initiative: Call for Concept Papers

OVW is committed to building the capacity of victim service organizations to effectively respond to domestic violence, sexual assault, dating violence, and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women. OVW believes that the public would be better serviced with enhanced collaborative efforts between organizations providing legal services to victims of violence and agencies providing supervised visitation and safe exchanges through the LAV/SV Partnership Initiative (the Initiative).

The purpose of the Initiative is to enable grantees under OVW's Safe Havens: Supervised Visitation and Safe Exchange (Safe Havens) Grant Program to access legal services for their clients and to extend the scope of services provided by LAV grantees. It is envisioned that the results of this initiative will be a resource and model for community organizations to coordinate their services to victims of violence on a higher level.

OVW will select up to 5 five concept papers for further development and funding consideration. The concept paper must provide a detailed plan addressing how the LAV grantee will partner with a supervised visitation/safe exchange provider, currently funded through a Safe Havens grantee, to provide legal services to victims of domestic violence, dating violence, sexual assault, and stalking currently receiving supervised visitation and safe exchange services.

Eligibility

All current LAV grantees (including FY 2006 grantees) and FY 2007 applicants are eligible to submit a concept paper to participate in the LAV Special Initiative. FY 2007 LAV applicants interested in submitting a concept paper must submit the concept paper separate from their LAV application. Any concept papers included with or in an LAV application will not be considered.

The lead partner proposed in the concept paper may be either a current Safe Havens grantee or LAV grantee. Of the partnering agencies, one agency must be selected as fiducially responsible for the grant. Applicants will also need to demonstrate existing working relationship with a Safe Haven service provider.

Award Period

The award period will be 24 months.

Award Amount

Selected projects will receive up to \$200,000 for 24 months, although OVW reserves the right to make awards for lesser or greater amounts.

How to Apply

Applicants must send via overnight delivery a complete hard-copy original of the concept paper, postmarked by **Wednesday, January 24, 2007** to:

OVW
800 K Street, NW, Suite 920
Washington, DC 20530
Attn: LAV Special Initiative
Phone: (202) 307-6026.

We strongly recommend that you use a trackable shipping method that will allow you to confirm the delivery of your concept paper. Applicants should retain proof of timely submission.

What a Concept Paper Must Include

Applicants must complete each of the following sections as part of their response to this Call for Concept Papers. It is the responsibility of the applicant to ensure that the concept paper is complete. OVW will remove the concept paper from consideration prior to internal review if the concept paper is incomplete. The proposal should follow the order below for easy reading. Please be sure to number each page of the concept paper. Internal reviewers will not consider materials submitted beyond those required by this call for concept papers.

Concept papers must use the following page format requirements:

- No more than 10 pages
- Double spaced
- 8½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

Narrative

A. Summary Data Sheet

The Summary Data Sheet must include the following:

- Name of applicant
- Project partner (must be either a current LAV or Safe Havens grantee)
- Target audience
- Geographic focus
- Estimated project cost
- A list of all current OVW grants and anticipated project completion dates from both the LAV grantee and the Safe Havens grantee.

B. What Will Be Done

This section should include the following:

- Describe the target audience

APPENDIX A

Sample Certification Letter

[Applicant Letterhead]

[date]

Director
Office on Violence Against Women
800 K Street, NW
Washington, DC 20530

Dear Director:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under this Program has completed or will complete training in connection with domestic violence, dating violence, or sexual assault and related legal issues.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, State, territorial, or local domestic violence, dating violence, sexual assault, or stalking organization or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform State, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Sincerely,

[Applicant's Authorizing Official]

- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

The partners will provide legal services to victims of domestic violence, dating violence, sexual assault, and stalking including:

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*
- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

1. LSA and XYZ will provide legal services to victims of domestic violence that will include:

[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]

- a. **obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;**
- b. **providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;**
- c. **providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;**
- d. **develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled;**

XYZ Legal Aid [applicant's authorizing official]

LSA

ABC Safety Shelter Project

Dated: January 10, 2007

cc: Agencies and Interested Parties

the chief executive officers and/or directors of all participating agencies including nonprofit, nongovernmental domestic violence programs and legal services programs.

SAMPLE

[Applicant Letterhead]

Memorandum in Support of Exemption

The [applicant] is a domestic violence/sexual assault victim services program and is applying for a Legal Assistance for Victims Grant; and

The applicant has operated in the community for _____ years and provides the following services for victims _____

_____;

The applicant's accomplishments in the community are: _____

_____;

The applicant collaborates formally and/or informally with the following organizations in the following manner: _____

_____;

Letters of Support from the organizations listed above are attached hereto;

The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner: _____

_____;

The applicant is well suited to provide on-site legal advocacy and/or on-site legal services without the benefit of collaboration with a legal services organization because

Applicant's other noteworthy accomplishments and/or special expertise

The applicant has included a copy of the agency's mission statement.

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date: January 10, 2007

cc: Agencies and Interested Parties